



# Frequently Asked Questions Applying for ABC Certificate

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- **What is the mailing address to submit my completed ABC license application?**

Elizabeth A. Rolando  
Chief Clerk  
Illinois Commerce Commission  
527 E. Capitol Ave.  
Springfield, IL 62701

- **Are there any prerequisites to filing for an ABC license?**

Yes, the applicant must have already obtained a license to do business in the State of Illinois from the [Illinois Secretary of State](#) prior to applying with the Illinois Commerce Commission for an ABC license. It does not make a difference if the license from the Illinois Secretary of State is a "foreign" or "domestic" license.

- **Required number of copies to submit?**

Only the original application is required. You can file the application electronically through the ICC e-docket system, the web site is [www.icc.illinois.gov/e-docket/](http://www.icc.illinois.gov/e-docket/). If you are interested in filing electronically and need assistance, please call 217-557-4224.

- **Is there an application fee?**

There is **no** application fee.

- **What is the law and what are the Commission's rules?**

Section 16-115C can be found [here](#) and Code Part 454 can be found [here](#). Additionally, any companies serving residential and small commercial customers should be familiar with [Part 412](#) and [Part 453](#). The information on this page is provided only as a convenience to the reader and does not necessarily represent the full extent of Illinois Rules and Regulations that are relevant to ABCs.

- **Does an ABC license pertain to electric and natural gas service?**

No. An ABC license is not inclusive of natural gas. Pursuant to [83 Ill Adm. Code 454.20](#), an ABC is defined as "agents, brokers, and consultants that are engaged in the procurement or sale of retail electricity supply for third parties".

- **How do I file the license or permit bond?**

The original or a copy of the license or permit bond is filed with the application.

- **What is the process for requesting confidential treatment of information in the application or attachments to the application?**

The applicant must file a motion for confidential treatment pursuant to [Section 200.430 Protective Orders](#) of the Commission's Rules of Practice. The applicant must explain rationale for confidential treatment and properly mark the documents that the applicant is seeking to have treated as confidential. A public redacted version (with shaded areas showing the space that held removed information) of each document submitted pursuant to Section 200.430 must also be submitted with the proprietary version. For example, if the confidential information is in the application submit a public and confidential version of the application; if the confidential information is in an exhibit, submit a public and confidential version of that exhibit.

- **How long does the license application process take?**

A Docket Number will be assigned after the applicant has made its filing with the Commission. The Commission has 90 days to issue an order granting or denying an application. The Administrative Law Judge may extend that to 180 days.

- **Can an applicant check the status of their case?**

Yes, you can check the status of your application by entering the ICC docket number in the e-Docket system located at <https://www.icc.illinois.gov/docket/search.aspx>. If you do not know your docket number, you can click "Log into e-Docket" and perform a Full-Text Search with the name on the ABC license application which should pull up the docketed proceeding for the ABC license.

- **Can the ABC license process be expedited?**

No. However, ensuring you submit a complete application can aid in expediting the process. Staff recommends all applicants thoroughly review [83 Ill. Adm Code 454](#), Public Utilities Act ([220 ILCS 5/16-115C\(b\)](#)), this ABC FAQ document, and the instruction pages located on the ABC Application to ensure you are correctly filling out the application. If you have further questions on properly completing the application after reviewing the documents, please send questions to Rebecca West at [Rebecca.West@Illinois.gov](mailto:Rebecca.West@Illinois.gov).

- **What information should be included in paragraph 1 (of the application) for Applicant's name and street address?**

The applicant should include its name, street number information, city, state, zip code, and country if located outside of the United States.

- **What information should be provided if the applicant's legal name is different than the name the applicant plans to do business as in Illinois?**

It should be explained in the ABC license application the fact that the company's legal name is different than the name it plans to do business as.

- **Does the applicant need to identify the type of customers it intends to serve?**

No.

- **Can an ABC choose to relinquish its ABC license?**

Yes, an Agent, Broker, or Consultant can choose to relinquish its ABC licensure by submitting an application to Abandon Certificate of Service Authority as an Agent, Broker, or Consultant (Section 16-115C).

- **Can an existing ABC license be transferred to another entity?**

No. Any change to an entity, such as a purchase or acquisition, requires the new entity to obtain a business license through the Illinois Secretary of State and apply for a new ABC license. Even if the new entity plans to operate under the old corporate name, a petition for a new ABC license must be submitted. Additionally, the new entity must petition the Commission to withdraw the old ABC license which can be included within the petition for a new ABC license.

- **Must an applicant for an ABC license meet the Managerial, Technical and Financial requirements contained in Part 454 regardless of the type of service they plan to offer?**

Yes, in order to obtain an ABC license from the ICC, an applicant must meet all Managerial, Technical and Financial Requirements per Part 454.

- **If an application is approved, is there a place to view information regarding the specific ABC?**

Yes, when an application is approved an entity profile is created. The entity profile provides a link to the docket number associated with the application, discloses the activity status of the ABC, lists the Public Utility Agents, and contains a record of all the ABC's filings received by the ICC. To view your entity profile, visit the ICC's [Entity Search](#) and type in the ABC's name.

- **How does an applicant file an amended application or an errata?**

To file an amended application or an errata, the applicant must file with the Chief Clerk's Office either by mail or through E-docket. The applicant must include a cover letter and a notarized verification page when filing the amended application or errata. Additionally, the applicant must serve a copy of the filing to all parties in the case and include proof of service when filing with the Chief Clerk's Office.

For more information please see the Commission's Rules of Practice ([83 Ill. Adm. Code Part 200](#)).

- **Whom should applicants contact with additional questions regarding the ABC licensing process?**

- General Questions:

- Rebecca West  
Retail Market Development Associate  
Office of Retail Market Development  
[Rebecca.West@illinois.gov](mailto:Rebecca.West@illinois.gov)